



Public Works Department
PO Box 97010 M/S CHPWE
Redmond, WA 98073-9710
Phone: 425-556-2701
Fax: 425-556-2700

Permit No.: SPEV 2003-
Expiration Date: _____

PERMIT FOR SPECIAL EVENT

APPLICANT INFORMATION

Name _____
Address _____
City/State Zip _____
Email _____
Secondary Contact _____
Address _____
City/State Zip _____
Email _____

Bus. Phone _____
Home Phone _____
Fax _____
Cell _____
Bus. Phone _____
Home Phone _____
Fax _____
Cell _____

SPONSORING ORGANIZATION

Name _____
Address _____
City/State Zip _____

Phone _____
Fax _____

EMERGENCY CONTACT

Emergency Contact _____
Address _____
City/State Zip _____

Bus. Phone _____
Home Phone _____
Fax _____

THE EVENT

Name of Event _____
Describe Type/Purpose: ☐ Parade ☐ Bike Ride ☐ Foot Run ☐ Other _____
Date (s) _____ Hours of Operation _____ No. of Volunteers _____
Expected Attendance (participants plus spectators): _____
Number of cars or floats in parade: _____
Describe event in detail. Add additional sheet if necessary: _____

- *PLEASE ATTACH:**
- 1) A bulleted list of timelines and sequence of events
 - 2) A route map and/or site layout as applicable
 - 3) Any related event brochures, posters, or mailings

MAIL/FAX/E-MAIL YOUR APPLICATION *90 DAYS PRIOR TO THE EVENT*
Applications may be emailed to: VBARKOWSKI@CI.REDMOND.WA.US

FOR OFFICIAL USE ONLY**Approved By:****Estimated
Costs****Additional
Requirements****Actual
Costs**Canfield **P/W**Miner **Police**Tuchek **Parks Ops**Churchill **Parks & Red**Hail **Fire**Trabue **Fire Prevention**OtherMayor or Designee – City of Redmond will pay _____ % of costs.**Denied for following reasons:**

Recommend approval granted under following conditions:

	Date/Initial	Amount
Fee	<hr/>	<hr/>
Performance Deposit	<hr/>	<hr/>
Excess Deposit Refunded	<hr/>	<hr/>
Proof of Insurance	<hr/>	
Save Harmless Agreement	<hr/>	

APPROVED BY:

P/W Director

Information about Permits for Special Events

1. WHY DO I NEED TO APPLY FOR A PERMIT FOR MY SPECIAL EVENT?

The permit process enables the City of Redmond to schedule adequate services such as police escorts, traffic control, and sanitation and clean-up work required to support the event.

2. WHAT IS A “SPECIAL EVENT”?

It includes any activity which occurs on **private** or **public** property and affects the ordinary use of public streets, right of way, and/or sidewalks. For practical purposes, this includes but is not limited to fairs, festivals, parades, foot runs, and bicycle races.

3. HOW DO I OBTAIN A PERMIT FOR MY SPECIAL EVENT?

- Obtain an application from the Public Works Administration Department
- Complete the application and return it to the Public Works Department with a non-refundable processing fee of \$101.00 (subject to yearly change). The required performance deposit is 150% of estimated Special Event Permit Fees and is required at the time of approval of permit, before the permit is issued.
- Return the application at least **90 days** prior to the event.
- Include the proof of insurance, save harmless agreement, route maps, and sample advertisements (if applicable), along with the completed application.

4. HOW MUCH WILL I PAY FOR A SPECIAL EVENT PERMIT?

The fee is the total of all costs incurred by the City in providing services to support the event. This would normally include services such as police escorts, traffic control and sanitation and clean-up services; these are called “street management costs”. There are three fee categories:

- Privately sponsored events for which the sponsoring organization will pay 100% of the total street management costs.
- City co-sponsored events for which the City will pay 50% (or a negotiated portion) of the total street management costs.
- City sponsored events for which the City will pay 100% of the total street management costs.

5. WHEN DO I PAY THE FEE?

The PERFORMANCE DEPOSIT OF 150% OF THE ESTIMATED Special Event Permit fee is required at the time of approval of permit but before the permit is issued. All excess fees (based on actual street management costs) will be returned to you within 10 business days following the event.

6. DO I NEED INSURANCE?

Yes. Proof of comprehensive liability insurance, naming the City of Redmond as additional insured, in the amount of \$1,000,000 is required before the permit will be issued. A Hold Harmless Agreement is also required.

7. WHAT ELSE SHOULD I CONSIDER AS I APPLY FOR THE PERMIT?

You should be prepared to make arrangements for sanitation facilities, barricades, state licensed traffic control flaggers, first aid stations and proper notification to affected businesses and residents. There may be other permits required for certain events such as those including the serving of food. Also, fairs and carnivals will need to apply for a city business license and inspection of their equipment.

8. WHAT ARE THE REASONS FOR DENYING A SPECIAL EVENT PERMIT?

The permit will be denied if the event:

- Disrupts traffic beyond practical solution
- Interferes with access to fire stations and fire hydrants
- Causes undue hardship to surrounding businesses or residents
- Requires the diversion of so many public employees that service is denied to other City residents
- If the applicant fails to provide complete and accurate information or comply with the terms of the permit including the remittance of all fees, insurance, and agreements.

9. WHAT CAN I DO IF I FEEL MY PERMIT HAS BEEN UNFAIRLY DENIED?

You may appeal the denial to the Director of Public Works, and if still dissatisfied, to the City Council.